



# ***Child Dependency Case Timeline***

**Lelia Baum Hopper, Director**  
**Court Improvement Program**  
**Office of the Executive Secretary**  
**Supreme Court of Virginia**

COURT IMPROVEMENT PROGRAM

Office Of The Executive Secretary  
Supreme Court Of Virginia

**Time Line and Related Forms  
Juvenile and Domestic Relations District Courts—Child Dependency Cases**

STAGE 1 PRE-DISPOSITION TO DISPOSITION								
COURT EVENT	Abuse or Neglect and At-Risk of Abuse or Neglect  Ex Parte Hearing for: Preliminary Child Protective Order or Emergency Removal Order	Hearing for: Preliminary Child Protective Order (PPO) or Preliminary Removal Order	Adjudication	Disposition	Entrustment Agreement  Disposition	Relief of Custody  Disposition	Initial Foster Care Review - Disposition  Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; or  When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency	
STATUTES	§§ 16.1-253; 16.1-251	§§ 16.1-253; 16.1-252	§§ 16.1-253 F; 16.1-252 G	§§ 16.1-278.2	§§ 16.1-277.01; 16.1-278.2	§§ 16.1-277.02; 16.1-278.2; 16.1-278.3	§ 16.1-281	§§ 16.1-278.4, 5, 6, or 8; 16.1-281
TIMING	Upon filing of Petition (DC-511)	Within 5 business days: After issuance of ex parte PPO. After physical removal of the child.	Within 30 days of preliminary hearing. If no adjudication at time of preliminary hearing.	Within 60 days of preliminary hearing.	Within 45 days (75 days for Order of Publication) of filing of petition to approve an entrustment agreement.	Within 60 days of initial hearing on petition for relief of custody.	At time of disposition on underlying petition. <sup>4</sup>	Within 60 days of child's placement into foster care.
FORMS	DC-511; DC-527; DC-526; DC-514; DC-620	DC-527; DC-528; DC-508	DC-527; DC-561	DC-553, pp. 1, A, 2, 3, and D; DC-532; DC-552	DC-511; DC-553, pp. 1, 8, 2, 3, and D; DC-534; DC-559; DC-514; DC-620; Entrustment Agreement (DSS Form)	DC-511; DC-553, pp. 1, C, 2, 3, and D; DC-534; DC-559; DC-514; DC-620	DC-552; Foster Care Plan (DSS Form)	DC-562; DC-553, pp. 1, 2, 3, and D; DC-552; Foster Care Plan (DSS Form); DC-545; DC-546; DC-514; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	<ul style="list-style-type: none"><li>Continued placement in the home would be contrary to the welfare of the child. This finding must be in the first court order placing the child in foster care, even temporarily, or the child's entire stay in foster care will be ineligible for federal financial participation. Language in § 16.1-251 that a "child would be subject to an imminent threat to life or health" satisfies this requirement in federal law.</li><li>Reasonable efforts to prevent removal. This finding must be obtained by the local agency within 60 days of the child's physical removal from the home.</li></ul>						<ul style="list-style-type: none"><li>Exception - Abuse or Neglect &amp; At-Risk cases: If child's custody is transferred for 1st time at disposition, initial foster care review is within 60 days of placement into foster care.</li></ul>	Make required state and Title IV-E findings referenced to the left.
STAGE 2 FOSTER CARE REVIEW								
COURT EVENT	Foster Care Review							
STATUTES	§ 16.1-282							
TIMING	Within 4 months of dispositional hearing at which the initial foster care plan was reviewed.							
FORMS	DC-552; DC-554; DC-555; DC-559; DC-620							
REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the goal approved in the order.</p> <ul style="list-style-type: none"><li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</li><li>If the foster care plan goal is relative placement, adoption, or permanent foster care: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li><li>If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li></ul>							
STAGE 3 PERMANENCY PLANNING								
COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of § 16.1-282.1 B.			Termination of Parental Rights If no termination of parental rights at initial permanency planning hearing.		Second Permanency Planning		
STATUTES	§§ 16.1-282.1; 16.1-281 B; 16.1-283			§ 16.1-283		§ 16.1-282.1		
TIMING	Within 5 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not required. Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.			Upon filing of petition After filing of plan documenting termination of parental rights is in child's best interest.		Within 6 months of initial permanency planning hearing.		
FORMS	DC-552; DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620			DC-511; DC-551; DC-559		DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620		
REQUIRED STATE AND TITLE IV-E FINDINGS	<ul style="list-style-type: none"><li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</li><li>If the foster care plan goal is relative placement, adoption, permanent foster care or another planned permanent living arrangement (APPLA): Reasonable efforts to achieve the permanent goal identified in the foster care plan.</li></ul>							
STAGE 4 POST PERMANENCY PLANNING								
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.					Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.		
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2					§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283		
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed, if plan is adoption.					Filed every 6 months from date of final order terminating parental rights.		
FORMS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DSS Form)					Adoption Progress Report (DSS Form)		
REQUIRED STATE AND TITLE IV-E FINDINGS	<ul style="list-style-type: none"><li>The reasonable efforts finding must correspond with the goal approved in the order.</li><li>If the foster care plan goal is permanent foster care or adoption: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li><li>If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li></ul>							
DISTRICT COURT FORMS								
DC-508 Acknowledgement of Next Hearing Date	DC-528 Preliminary Removal Order		DC-552 Foster Care Plan Transmittal			DC-558 Permanent Foster Care Placement Order		
DC-511 Petition	DC-531 Order for Involuntary Termination of Residual Parental Rights		DC-553 Dispositional Order for Underlying Petition, Foster Care Plan			DC-559 Supplement to Order Transferring Custody		
DC-514 Order for Appointment of Guardian Ad Litem	DC-532 Child Protective Order-Abuse and Neglect		DC-554 Petition for Foster Care Review Hearing			DC-561 Adjudicatory Order for Abuse or Neglect Cases		
DC-526 Emergency Removal Order	DC-534 Order for Voluntary Termination of Residual Parental Rights		DC-555 Foster Care Review Order			DC-562 Order for Custody Transfer to Agency		
DC-527 Preliminary Child Protective Order-Abuse and Neglect	DC-545 Preliminary Child Protective Order		DC-556 Petition for Permanency Planning Hearing			DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCCJEA)		
	DC-546 Child Protective Order		DC-557 Permanency Planning Order			CIP/OES/SCV—July 1, 2014		
	Final Version 1.0							

STAGE 1 PRE-DISPOSITION	
COURT EVENT	Abuse or Neglect Ex Parte Hearing Preliminary Child or Emergency Removal
STATUTES	§§ 16.1-253; 16.1-254
TIMING	Upon filing of Petition
FORMS	DC-511; DC-527; DC-528
REQUIRED STATE AND TITLE IV-E FINDINGS	<ul style="list-style-type: none"> <li>Continued placement of child would be in the best interests of the child</li> <li>Reasonable efforts to prevent removal</li> </ul>
STAGE 2 FOSTER CARE REVIEW	
COURT EVENT	Foster Care Review
STATUTES	§ 16.1-282
TIMING	Within 4 months of dispositional hearing at which the child is placed
FORMS	DC-552; DC-554; DC-555; DC-559; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the foster care plan goal:</p> <ul style="list-style-type: none"> <li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his or her family</li> <li>If the foster care plan goal is relative placement: Reasonable efforts to place the child in a timely manner in a permanent living arrangement; OR Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> <li>If the foster care plan goal is another plan: Reasonable efforts to place the child in a timely manner in a permanent living arrangement</li> </ul>
STAGE 3 PERMANENCY PLANNING	
COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of plan
STATUTES	§§ 16.1-282.1; 16.1-282.2
TIMING	Within 5 months of foster care review; or within 6 months of plan documenting termination of parental rights is in child's best interest.
FORMS	DC-552; DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the foster care plan goal:</p> <ul style="list-style-type: none"> <li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his or her family</li> <li>If the foster care plan goal is relative placement: Reasonable efforts to place the child in a timely manner in a permanent living arrangement; OR Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> <li>If the foster care plan goal is another plan: Reasonable efforts to place the child in a timely manner in a permanent living arrangement</li> </ul>
STAGE 4 POST PERMANENCY PLANNING	
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2

DISTRICT COURT FORMS	
DC-508 Acknowledgement of Next Hearing	
DC-511 Petition	
DC-514 Order for Appointment of Guardian	
DC-526 Emergency Removal Order	
DC-527 Preliminary Child Protective Order	

STAGE 1 PRE-DISPOSITION	
TIMING	Upon filing of Petition
FORMS	DC-511; DC-527; DC-526; DC-514; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	<ul style="list-style-type: none"> <li>Continued placement in the home would be in the best interests of the child</li> <li>Reasonable efforts to prevent removal. This finding is required if the child would be subject to an imminent threat to his or her safety</li> </ul>
STAGE 2 FOSTER CARE REVIEW	
COURT EVENT	Foster Care Review
STATUTES	§ 16.1-282
TIMING	Within 4 months of dispositional hearing at which the child is placed
FORMS	DC-552; DC-554; DC-555; DC-559; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the foster care plan goal:</p> <ul style="list-style-type: none"> <li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his or her family</li> <li>If the foster care plan goal is relative placement: Reasonable efforts to place the child in a timely manner in a permanent living arrangement; OR Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> <li>If the foster care plan goal is another plan: Reasonable efforts to place the child in a timely manner in a permanent living arrangement</li> </ul>
STAGE 3 PERMANENCY PLANNING	
COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of plan
STATUTES	§§ 16.1-282.1; 16.1-281 B; 16.1-283
TIMING	Within 5 months of foster care review; or within 6 months of plan documenting termination of parental rights is in child's best interest.
FORMS	DC-552; DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the foster care plan goal:</p> <ul style="list-style-type: none"> <li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his or her family</li> <li>If the foster care plan goal is relative placement: Reasonable efforts to place the child in a timely manner in a permanent living arrangement; OR Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> <li>If the foster care plan goal is another plan: Reasonable efforts to place the child in a timely manner in a permanent living arrangement</li> </ul>
STAGE 4 POST PERMANENCY PLANNING	
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2

Timeline and Related Forms for Disposition District Courts—Child Dependency Cases				
	Entrustment Agreement	Relief of Custody	Initial Foster Care Review - Disposition	
Disposition	Disposition	Disposition	Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; or	When child enters care dispositionally as a result of Child in Need of Services/Supervision; Status Offense; or Delinquency
§§ 16.1-277.01; 16.1-278.2	§§ 16.1-277.01; 16.1-278.2	§§ 16.1-277.02; 16.1-278.2; 16.1-278.3	§ 16.1-281	§§ 16.1-278.4, 3, 6, or 8; 16.1-281
Preliminary hearing.	Within 45 days (75 days for Order of Publication) of filing of petition to approve an entrustment agreement.	Within 60 days of initial hearing on petition for relief of custody.	At time of disposition on underlying petition. <sup>a</sup>	Within 60 days of child's placement into foster care.
§§ 16.1-277.01; 16.1-278.2; 16.1-278.3; and D; DC-532;	DC-511; DC-533, pp. 1, 8, 2, 3, and D; DC-534; DC-539; DC-514; DC-620; Entrustment Agreement (DSS Form)	DC-511; DC-533, pp. 1, C, 2, 3, and D; DC-534; DC-539; DC-514; DC-620	DC-532; Foster Care Plan (DSS Form)	DC-562; DC-533, pp. 1, 2, 3, and D; DC-532; Foster Care Plan (DSS Form); DC-543; DC-546; DC-514; DC-620
Alternatively, or the child's entire stay in foster care will be ineligible for federal financial participation. Language in § 16.1-231 that			<sup>a</sup> Exception - Abuse or Neglect & At-Risk cases: If child's custody is transferred for 1st time at disposition, initial foster care review is within 60 days of placement into foster care.	Make required state and Title IV-E findings referenced to the left.
STAGE 3 PERMANENCY PLANNING				
Parental Rights	Second Permanency Planning			
Termination of parental rights at initial permanency planning hearing.				
§ 16.1-282.1				
Within 6 months of initial permanency planning hearing.				
Within 6 months of initial permanency planning hearing.				
DC-531; DC-539	DC-556; DC-537; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620			
STAGE 4 POST PERMANENCY PLANNING				
Adoption Progress Report				
Filed until final order of adoption; hearing on motion of a party or the court.				
§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283				
Filed every 6 months from date of final order terminating parental rights.				
Adoption Progress Report (DSS Form)				
Permanent placement of the child.				
Permanent living arrangement; OR Reasonable efforts to place the child in a timely manner in				
Foster Care Plan Transmittal	DC-558 Permanent Foster Care Placement Order			SELECTED FORMS FOR APPELLATE PROCESS
Dispositional Order for Underlying Petition, Foster Care Plan	DC-559 Supplement to Order Transferring Custody			DC-581 Notice of Appeal-Juvenile Civil Cases
Petition for Foster Care Review Hearing	DC-561 Adjudicatory Order for Abuse or Neglect Cases			CC-1345 Notice of Appeal from Trial Court
Foster Care Review Order	DC-562 Order for Custody Transfer to Agency			
Petition for Permanency Planning Hearing	DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCCJEA)			CJP/OES/SCV—July 1, 2014
Permanency Planning Order				Final Version 1.0

**Time Line and Related Forms  
Juvenile and Domestic Relations District Courts—Child Dependency Cases**

STAGE 1 PRE-DISPOSITION TO DISPOSITION								
COURT EVENT	Abuse or Neglect and At-Risk of Abuse or Neglect  Ex Parte Hearing for: Preliminary Child Protective Order or Emergency Removal Order	Hearing for: Preliminary Child Protective Order (PPO) or Preliminary Removal Order	Adjudication	Disposition	Entrustment Agreement	Relief of Custody	Initial Foster Care Review - Disposition	
STATUTES	§§ 16.1-233; 16.1-251	§§ 16.1-233; 16.1-252	§§ 16.1-233 F; 16.1-252 G	§§ 16.1-271.2	§§ 16.1-277.01; 16.1-278.2	§§ 16.1-277.02; 16.1-278.2; 16.1-278.3	§ 16.1-281	When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency
TIMING	Upon filing of Petition (DC-511)	Within 5 business days: After issuance of ex parte PPO. After physical removal of the child.	Within 30 days of preliminary hearing, if no adjudication at time of preliminary hearing.	Within 60 days of preliminary hearing.	Within 45 days (75 days for Order of Publication) of filing of petition to approve an entrustment agreement.	Within 60 days of initial hearing on petition for relief of custody.	At time of disposition on underlying petition.*	Within 60 days of child's placement into foster care.
FORMS	DC-511; DC-527; DC-526; DC-514; DC-620	DC-527; DC-528; DC-508	DC-527; DC-561	DC-553, pp. 1, A, 2, 3, and D; DC-532; DC-532	DC-511; DC-553, pp. 1, 8, 2, 3, and D; DC-534; DC-539; DC-514; DC-620; Entrustment Agreement (DSS Form)	DC-511; DC-553, pp. 1, C, 2, 3, and D; DC-534; DC-539; DC-514; DC-620	DC-532; Foster Care Plan (DSS Form)	DC-562; DC-553, pp. 1, 2, 3, and D; DC-552; Foster Care Plan (DSS Form); DC-543; DC-546; DC-514; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	• Continued placement in the home would be contrary to the welfare of the child. This finding must be in the first court order placing the child in foster care, even temporarily, or the child's entire stay in foster care will be ineligible for federal financial participation. Language in § 16.1-251 that a "child would be subject to an imminent threat to life or health" satisfies this requirement in federal law. • Reasonable efforts to prevent removal. This finding must be obtained by the local agency within 60 days of the child's physical removal from the home.						* Exception - Abuse or Neglect & At-Risk cases: If child's custody is transferred for 1st time at disposition, initial foster care review is within 60 days of placement into foster care.	Make required state and Title IV-E findings referenced to the left.
STAGE 2 FOSTER CARE REVIEW								
COURT EVENT	Foster Care Review							
STATUTES	§ 16.1-282							
TIMING	Within 4 months of dispositional hearing at which the initial foster care plan was reviewed.							
FORMS	DC-532; DC-534; DC-535; DC-539; DC-620							
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. • If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child. • If the foster care plan goal is relative placement, adoption, or permanent foster care: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child. • If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.							
STAGE 3 PERMANENCY PLANNING								
COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of § 16.1-282.1 B.			Termination of Parental Rights If no termination of parental rights at initial permanency planning hearing.		Second Permanency Planning		
STATUTES	§§ 16.1-282.1; 16.1-281 B; 16.1-283			§ 16.1-283		§ 16.1-282.1		
TIMING	Within 5 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not required. Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.			Upon filing of petition After filing of plan documenting termination of parental rights is in child's best interest.		Within 6 months of initial permanency planning hearing.		
FORMS	DC-532; DC-536; DC-537; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-538; DC-539; DC-620			DC-511; DC-531; DC-539		DC-536; DC-537; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-538; DC-539; DC-620		
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. • If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child. • If the foster care plan goal is relative placement, adoption, permanent foster care or another planned permanent living arrangement (APPLA): Reasonable efforts to achieve the permanent goal identified in the foster care plan.							
STAGE 4 POST PERMANENCY PLANNING								
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.					Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.		
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2					§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283		
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed if plan is adoption.					Filed every 6 months from date of final order terminating parental rights.		
FORMS	DC-532; DC-534; DC-535; DC-620; Adoption Progress Report (DSS Form)					Adoption Progress Report (DSS Form)		
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. • If the foster care plan goal is permanent foster care or adoption: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child. • If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.							
DISTRICT COURT FORMS		DC-528 Preliminary Removal Order		DC-552 Foster Care Plan Transmittal		DC-558 Permanent Foster Care Placement Order		
DC-508 Acknowledgement of Next Hearing Date	DC-531 Order for Involuntary Termination of Residual Parental Rights		DC-553 Dispositional Order for Underlying Petition, Foster Care Plan		DC-559 Supplement to Order Transferring Custody			
DC-511 Petition	DC-532 Child Protective Order-Abuse and Neglect		DC-554 Petition for Foster Care Review Hearing		DC-561 Adjudicatory Order for Abuse or Neglect Cases			
DC-514 Order for Appointment of Guardian Ad Litem	DC-534 Order for Voluntary Termination of Residual Parental Rights		DC-555 Foster Care Review Order		DC-562 Order for Custody Transfer to Agency			
DC-526 Emergency Removal Order	DC-545 Preliminary Child Protective Order		DC-556 Petition for Permanency Planning Hearing		DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCCJEA)			
DC-527 Preliminary Child Protective Order-Abuse and Neglect	DC-546 Child Protective Order		DC-557 Permanency Planning Order		CJP/OES/SCV—July 1, 2014			
						Final Version 1		

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Juvenile and Domestic Relations District Courts—Child Dependency Cases**

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COURT EVENT	Abuse or Neglect and At-Risk of Abuse or Neglect  Ex Parte Hearing for: Preliminary Child Protective Order or Emergency Removal Order	Hearing for: Preliminary Child Protective Order (PPO) or Preliminary Removal Order	Adjudication	Disposition	Entrustment Agreement  Disposition	Relief of Custody  Disposition	Initial Foster Care Review - Disposition  Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; or  When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency
STATUTES	§§ 16.1-233; 16.1-251	§§ 16.1-253; 16.1-252	§§ 16.1-253 F; 16.1-252 G	§§ 16.1-278.2	§§ 16.1-277.01; 16.1-278.2	§§ 16.1-277.02; 16.1-278.2; 16.1-278.3	§ 16.1-281
TIMING	Upon filing of Petition (DC-511)	Within 5 business days: After issuance of ex parte PPO. After physical removal of the child.	Within 30 days of preliminary hearing, if no adjudication at time of preliminary hearing.	Within 60 days of preliminary hearing.	Within 45 days (75 days for Order of Publication) of filing of petition to approve an entrustment agreement.	Within 60 days of initial hearing on petition for relief of custody.	At time of disposition on underlying petition.*
FORMS	DC-511; DC-527; DC-526; DC-514; DC-620	DC-527; DC-528; DC-508	DC-527; DC-561	DC-553, pp. 1, A, 2, 3, and D; DC-532; DC-552	DC-511; DC-553, pp. 1, 8, 2, 3, and D; DC-534; DC-559; DC-514; DC-620; Entrustment Agreement (DSS Form)	DC-511; DC-553, pp. 1, C, 2, 3, and D; DC-534; DC-559; DC-514; DC-620	DC-552; Foster Care Plan (DSS Form)  DC-562; DC-553, pp. 1, 2, 3, and D; DC-552; Foster Care Plan (DSS Form); DC-543; DC-546; DC-514; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	<ul style="list-style-type: none"><li>Continued placement in the home would be contrary to the welfare of the child. This finding must be in the first court order placing the child in foster care, even temporarily, or the child's entire stay in foster care will be ineligible for federal financial participation. Language in § 16.1-251 that a "child would be subject to an imminent threat to life or health" satisfies this requirement in federal law.</li><li>Reasonable efforts to prevent removal. This finding must be obtained by the local agency within 60 days of the child's physical removal from the home.</li></ul>						<ul style="list-style-type: none"><li>* Exception - Abuse or Neglect &amp; At-Risk cases: If child's custody is transferred for 1st time at disposition, initial foster care review is within 60 days of placement into foster care.</li></ul> Make required state and Title IV-E findings referenced to the left.
STAGE 2 FOSTER CARE REVIEW							
COURT EVENT	Foster Care Review						
STATUTES	§ 16.1-282						
TIMING	Within 4 months of dispositional hearing at which the initial foster care plan was reviewed.						
FORMS	DC-552; DC-554; DC-555; DC-559; DC-620						
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. <ul style="list-style-type: none"><li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</li><li>If the foster care plan goal is relative placement, adoption, or permanent foster care: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li><li>If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li></ul>						
STAGE 3 PERMANENCY PLANNING							
COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of § 16.1-282.1 B.			Termination of Parental Rights If no termination of parental rights at initial permanency planning hearing.		Second Permanency Planning	
STATUTES	§§ 16.1-282.1; 16.1-281 B; 16.1-283			§ 16.1-283		§ 16.1-282.1	
TIMING	Within 5 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not required. Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.			Upon filing of petition After filing of plan documenting termination of parental rights is in child's best interest.		Within 6 months of initial permanency planning hearing.	
FORMS	DC-552; DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620			DC-511; DC-531; DC-559		DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620	
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. <ul style="list-style-type: none"><li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</li><li>If the foster care plan goal is relative placement, adoption, permanent foster care or another planned permanent living arrangement (APPLA): Reasonable efforts to achieve the permanent goal identified in the foster care plan.</li></ul>						
STAGE 4 POST PERMANENCY PLANNING							
COURT EVENT	Review of Foster Care  accordance with the foster care plan and to complete the steps					Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.	
	§§ 16.1-277.01 F; 16.1-277.02 D; 16.1-278.3 F; 16.1-283						

## DISTRICT COURT FORMS

DC-508 Acknowledgement of Next Hearing Date

DC-511 Petition

DC-514 Order for Appointment of Guardian Ad Litem

DC-526 Emergency Removal Order

DC-527 Preliminary Child Protective Order-Abuse and Neglect

DC-528 Preliminary Removal Order

DC-531 Order for Involuntary Termination of Residual Parental Rights

DC-532 Child Protective Order-Abuse and Neglect

DC-534 Order for Voluntary Termination of Residual Parental Rights

DC-545 Preliminary Child Protective Order

DC-546 Child Protective Order



## PRACTICE TIPS



### INQUIRE ABOUT...

**INDIAN CHILD WELFARE ACT (25 U.S.C. § 1901, ET SEQ.).** A common misconception about the Indian Child Welfare Act (ICWA) is that it does not apply in Virginia, because there are no federally recognized tribes in the Commonwealth. The truth is, ICWA does apply if, as defined by the law, (1) the proceeding is a child custody proceeding and (2) the child is an "Indian child." Accordingly, matters regarding a child's native heritage need to be clarified at the beginning of case proceedings to ensure that certain provisions of the law, such as notice to the tribe, are properly and timely followed.

The National Council for Juvenile and Family Court Judges (NCJFCJ) has developed, and makes available on its website ([www.ncjfcj.org](http://www.ncjfcj.org)), technical assistance documents addressing the requirements of ICWA.

**INTERSTATE COMPACT ON THE PLACEMENT OF CHILDREN.** When a local department of social services proposes to place a child in foster care outside of Virginia, the Interstate Compact on the Placement of Children (ICPC) requires that the sending state (i.e. Virginia) request permission from the receiving state to make the placement. Permission must be received before making the placement. Following this procedure ensures compliance with the placement laws of the receiving state, and provides a determination as to the appropriateness of the placement.

Should an expedited placement decision be appropriate, ICPC Regulation 7 establishes a process for a sending state to request an expedited decision by a receiving state for the placement of a child with a parent, stepparent, grandparent, adult uncle or aunt, adult brother or sister, or the child's guardian. Regulation 7 provides for the Court entering an Order for an Expedited Placement Decision.

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### REMEMBER TO FILE...

**FORM DC-620, AFFIDAVIT (UNIFORM CHILD CUSTODY JURISDICTION AND ENFORCEMENT ACT).** This form should accompany all petitions, motions to amend, and motions for show cause filed with the Court.

Virginia Code § 20-146.20 requires that in a child custody proceeding, each party, in its first pleading or in an attached affidavit, provide the child's present address or whereabouts, the places the child has lived during the past five years, and the names and present addresses of the persons with whom the child lived during that period.

**FORM DC-418, AFFIDAVIT-DEFAULT JUDGMENT SERVICEMEMBERS CIVIL RELIEF ACT.** This form should accompany all petitions, motions to amend, and motions for show cause filed with the Court.

Virginia Code § 8.01-15.2 requires that before the Court enters a judgment by default against a respondent who does not make an appearance, the plaintiff must file with the Court an affidavit stating:

1. whether or not the respondent is in military service; or
2. that the plaintiff is unable to determine whether or not the respondent is in military service.

To obtain information about the active duty status of military personnel, please visit the Servicemembers Civil Relief Act (SCRA) Website at <https://www.dmdc.osd.mil/appi/scra/scraHome.do>.

**FORM DC-40, LIST OF ALLOWANCES.** To receive payment for services and allowable expenses, guardians ad litem (GALs) and parent's counsel submit to the Court an itemized statement of the dates, times and tasks performed during the representation of the child(ren) or parents by using form DC-40, LIST OF ALLOWANCES. The DC-40 is submitted following the completion of each discrete stage of the foster care time line when the Court enters an appealable order. It is to be processed within 30 days of the local Court certifying the amount for payment. The Court-Appointed Procedures and Guidance Manual, available at <http://www.courts.state.va.us/legal.html>, includes additional information about the payment of GALs.



### NOTE THE FOLLOWING ABOUT...

**APPEALS INVOLVING CHILDREN IN FOSTER CARE.** Virginia Code § 16.1-242.1 indicates that the Juvenile and Domestic Relations District Court retains jurisdiction to hear foster care review and permanency planning petitions while the earlier orders are pending appeal before the Circuit Court, the Virginia Court of Appeals or the Supreme Court of Virginia.

If the appeal is of a termination of parental rights case brought under § 16.1-283, the Circuit Court is to hold a hearing on the merits of the case within 90 days of perfecting the appeal. An appeal of the case to the Court of Appeals is to take precedence on the Court's docket. See § 16.1-296 D.

**APPEALABLE ORDERS.** Appealable orders include:

- DC-532, CHILD PROTECTIVE ORDER-ABUSE AND NEGLECT
- DC-553, DISPOSITIONAL ORDER FOR UNDERLYING PETITION, FOSTER CARE PLAN
- DC-555, FOSTER CARE REVIEW ORDER
- DC-557, PERMANENCY PLANNING ORDER
- DC-531, ORDER FOR INVOLUNTARY TERMINATION OF PARENTAL RIGHTS

**APPOINTMENTS OF GUARDIANS AD LITEM AND PARENT'S COUNSEL.** It is recommended that guardians ad litem (GALs) and parent's counsel be appointed at the time the child dependency petition is filed. This provides the greatest amount of time for the GAL and attorney(s) to contact their clients before the preliminary hearing and be prepared to represent them in the proceeding. If at any stage a parent chooses to retain counsel, the parent's court-appointed counsel can submit a DC-40, LIST OF ALLOWANCES, for time expended on the case.

When accepting an appointment as a GAL or parent's counsel, the attorney should ensure his availability for subsequent hearing dates, particularly those which are to be held within the first 60 to 180 days. Relatively accurate estimates of subsequent hearing dates can be made using the Time Line on the reverse of this document.

Note: When a GAL for a child or parent's counsel is appointed, the parent(s) should complete the DC-333, FINANCIAL STATEMENT-ELIGIBILITY DETERMINATION FOR INDIGENT DEFENSE SERVICES, to determine whether they will be responsible for the GAL fee and whether they qualify for court-appointed counsel. The GAL fee assessment should be made at the entry of each appealable order.



### SUPPORT QUALITY CASE PROCESSING BY...

**KNOWING THE TIME LINE.** State and federal law require child dependency hearings be held within specified time frames, all of which are outlined in the time line located on the reverse of this document. These time frames are essential to ensuring that children achieve permanency as quickly as possible. Thus, it is important that paperwork be filed with the court and that hearings be scheduled in a timely manner.

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  - a. A subsequent hearing to review a new foster care plan should be held within 30 days of the hearing at which the foster care plan was disapproved.
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3. Requests to continue a hearing should only be made and granted when there is an emergency or extraordinary circumstance. To avoid hearings being held outside of the required time frames, schedule them earlier than the time line requires to allow time for a continuance, should a continuance become necessary.

**ENSURING THAT REQUIRED STATE AND FEDERAL FINDINGS ARE MADE.** In addition to time frames, state and federal law also require that certain findings be made to support a child's entry into and continued placement in foster care. Not making the proper findings can impact whether the child's foster care placement is eligible for reimbursement through Title IV-E — the federal funding program that assists states with providing safe and stable out-of-home care to children in foster care pending permanent placement (such as returning the child home, placing the child with a relative, or adoption). Therefore, it is important to review court orders to ensure that the proper findings have been made.

Court orders must be entered timely, accurately, and completely. For purposes of compliance with federal law, including funding, timeliness is dependent upon the date the order is signed — not the date of the hearing. Additionally, no error or omission can be corrected through the later entry of a "corrected" or nunc pro tunc order.

The time line located on the reverse of this document provides the findings necessary at each stage of the child dependency case process.

**USING THE DISTRICT COURT FORMS.** It is recommended that only District Court Forms designed for use in child dependency proceedings be completed in these matters. These orders contain the language necessary to ensure that required state and federal findings are made.

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**REVIEWING COURT DOCUMENTATION FOR ACCURACY.** Documents filed with or submitted for entry by the Court should be reviewed for accuracy. For example, always assure that the child's name, date of birth and other identifying information such as the court case number, are properly completed.

## INDIAN CHILD WELFARE ACT (25 U.S.C. § 1901, ET SEQ.).

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Virginia) request permission from the receiving state to make the placement. Permission must be received before making the placement. Following this procedure ensures compliance with the placement laws of the receiving state, and provides a determination as to the appropriateness of the placement.

Should an expedited placement decision be appropriate, ICPC Regulation 7 establishes a process for a sending state to request an expedited decision by a receiving state for the placement of a child with a parent, stepparent, grandparent, adult uncle or aunt, adult brother or sister, or the child's guardian. Regulation 7 provides for the Court entering an Order for an Expedited Placement Decision.

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1. whether or not the service; or
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To obtain information about military personnel, please Civil Relief Act (SC) [www.dmdc.osd.mil/appi](http://www.dmdc.osd.mil/appi)

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## APPOINTMENTS OF GUARDIANS AD LITEM AND PARENT'S COUNSEL.

It is recommended that guardians ad litem and parent's counsel be appointed at the time of the appealable order.

### Y CASE

Federal law requires that a specified time line located on the time frames are provided for permanency as that paperwork be scheduled in a

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Documents filed with or submitted for entry by the Court should be reviewed for accuracy. For example, always assure that the child's name, date of birth and other identifying information such as the court case number, are properly completed.

These forms are available to the Court through the Juvenile Case Management System (JCMS).

Attorneys may access these forms online through the Members Area of the Virginia State Bar's website ([www.vsb.org](http://www.vsb.org)). Forms provided on this site are updated on a regular basis, can be filled out online, and may be printed for submission to the Court.

**REVIEWING COURT DOCUMENTATION FOR ACCURACY.** Documents filed with or submitted for entry by the Court should be reviewed for accuracy. For example, always assure that the child's name, date of birth and other identifying information such as the court case number, are properly completed.

These forms are available to the Court through the Juvenile Case Management System (JCMS).

# A Handbook for Parents and Guardians in Child Dependency Cases

What you need to know  
about the court process  
and the people helping  
you with your case.

A Resource for: \_\_\_\_\_  
Write your name here.

Being involved in a child abuse, neglect and foster care case can be confusing and stressful for a family. Not knowing what to expect can make it even harder. This handbook will help you understand what will happen. Keep this handbook with you and write in it the names of the people who will be working with you and the dates of court hearings.

# Manual para los padres y apoderados legales en casos de menores dependientes

Lo que usted debe saber  
sobre el proceso judicial  
y la gente que le ayuda  
en su caso.

Una ayuda para: \_\_\_\_\_  
Escriba aquí su nombre.

El verse involucrado en un caso de maltrato o descuido de menores, o la pérdida de su patria potestad sobre un niño o niña dependiente, puede causar gran ansiedad y confusión en una familia. Lo cual es más duro todavía si se ignora lo que puede pasar. Este manual le ayudará a entender lo que sucede en tales casos. Manténgalo consigo y anote en él los nombres de todos los que trabajarán en el caso con usted, así como las fechas de sus citas judiciales.

## Handbook for Parents and Guardians in Child Dependency Cases

Available in English and Spanish.

## PRE-DISPOSITION TO DISPOSITION

### Abuse or Neglect and At-Risk of Abuse or Neglect

Ex Parte Hearing for: Preliminary Child Protective Order or Emergency Removal Order	Hearing for: Preliminary Child Protective Order (PPO) or Preliminary Removal Order	Adjudication	Disposition	Entry
§§ 16.1-253; 16.1-251	§§ 16.1-253; 16.1-252	§§ 16.1-253 F; 16.1-252 G	§§ 16.1-278.2	Dis
Upon filing of Petition (DC-511)	Within 5 business days: After issuance of ex parte PPO. After physical removal of the child.	Within 30 days of preliminary hearing, if no adjudication at time of preliminary hearing.	Within 60 days of preliminary hearing.	Dis
DC-511; DC-527; DC-526; DC-514; DC-620	DC-527; DC-528; DC-508	DC-527; DC-561	DC-553, pp. 1, A, 2, 3, and D; DC-532; DC-552	Dis

REQUIRED STATE AND TITLE IV-E FINDINGS	<ul style="list-style-type: none"> <li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</li> <li>If the foster care plan goal is relative placement, adoption, or permanent foster care: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> <li>If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> </ul>			
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STAGE 3 PERMANENCY PLANNING				
COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of § 16.1-282.1 B.	Termination of Parental Rights If no termination of parental rights at initial permanency planning hearing.	Second Permanency Planning	
STATUTES	§§ 16.1-282.1; 16.1-281.8; 16.1-283	§ 16.1-283	§ 16.1-282.1	
TIMING	Within 5 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not required. Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.	Upon filing of petition After filing of plan documenting termination of parental rights is in child's best interest.	Within 6 months of initial permanency planning hearing.	
FORMS	DC-552; DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620	DC-511; DC-531; DC-559	DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620	
REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the goal approved in the order.</p> <ul style="list-style-type: none"> <li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</li> <li>If the foster care plan goal is relative placement, adoption, permanent foster care or another planned permanent living arrangement (APPLA): Reasonable efforts to achieve the permanent goal identified in the foster care plan.</li> </ul>			

STAGE 4 POST PERMANENCY PLANNING				
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.	Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.		
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2	§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283		
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed, if plan is adoption.	Filed every 6 months from date of final order terminating parental rights.		
FORMS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DSS Form)	Adoption Progress Report (DSS Form)		
REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the goal approved in the order.</p> <ul style="list-style-type: none"> <li>If the foster care plan goal is permanent foster care or adoption: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> <li>If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> </ul>			

DISTRICT COURT FORMS	DC-528 Preliminary Removal Order	DC-552 Foster Care Plan Transmittal	DC-558 Permanent Foster Care Placement Order	SELECTED FORMS FOR APPELLATE PROCESS
DC-508 Acknowledgement of Next Hearing Date	DC-531 Order for Involuntary Termination of Residual Parental Rights	DC-553 Dispositional Order for Underlying Petition, Foster Care Plan	DC-559 Supplement to Order Transferring Custody	DC-581 Notice of Appeal-Juvenile Civil Cases
DC-511 Petition	DC-532 Child Protective Order-Abuse and Neglect	DC-554 Petition for Foster Care Review Hearing	DC-561 Adjudicatory Order for Abuse or Neglect Cases	CC-1345 Notice of Appeal from Trial Court
DC-514 Order for Appointment of Guardian Ad Litem	DC-534 Order for Voluntary Termination of Residual Parental Rights	DC-555 Foster Care Review Order	DC-562 Order for Custody Transfer to Agency	
DC-526 Emergency Removal Order	DC-545 Preliminary Child Protective Order	DC-556 Petition for Permanency Planning Hearing	DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCCJEA)	CJP/OES/SCV—July 1, 2014
DC-527 Preliminary Child Protective Order-Abuse and Neglect	DC-546 Child Protective Order	DC-557 Permanency Planning Order		Final Version 1.0

## Child Forms Courts—Child Dependency Cases

### Entrustment Agreement

#### Disposition

§§ 16.1-277.01; 16.1-278.2

**Within 45 days** (75 days for Order of Publication) of filing of petition to approve an entrustment agreement.

DC-511; DC-553, pp. 1, B, 2, 3, and D;  
DC-534; DC-559; DC-514; DC-620; Entrustment Agreement (DSS Form)

### Relief of Custody

#### Disposition

§§ 16.1-277.02; 16.1-278.2; 16.1-278.3

**Within 60 days** of initial hearing on petition for relief of custody.

DC-511; DC-553, pp. 1, C, 2, 3, and D; DC-534;  
DC-559; DC-514; DC-620

### Initial Foster Care Review - Disposition

**Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; or**

§ 16.1-281

**At time of disposition on underlying petition.\***

DC-552; Foster Care Plan (DSS Form)

*When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency*

§§ 16.1-278.4, .5, .6, or 8; 16.1-281

**Within 60 days** of child's placement into foster care.

DC-562; DC-553, pp. 1, 2, 3, and D; DC-552;  
Foster Care Plan (DSS Form); DC-545;  
DC-546; DC-514; DC-620

\* Exception - Abuse or Neglect & At-Risk cases: If child's custody is transferred for 1st time at disposition, initial foster care review is **within 60 days of placement into foster care.**

Make required state and Title IV-E findings referenced to the left.

entire stay in foster care will be ineligible for federal financial participation. Language in § 16.1-251 that

Within 6 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not required. Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.		time at disposition, initial foster care review is required. <b>60 days of placement into foster care.</b>	
FORMS	DC-552; DC-556; DC-557; DC-511; DC-551; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620	DC-511; DC-551; DC-559	DC-556; DC-557; DC-511; DC-551; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. <ul style="list-style-type: none"><li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</li><li>If the foster care plan goal is relative placement, adoption, permanent foster care or another planned permanent living arrangement (APPLA): Reasonable efforts to achieve the permanent goal identified in the foster care plan.</li></ul>		
STAGE 4 POST PERMANENCY PLANNING			
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.	Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.	
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2	§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283	
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed, if plan is adoption.	Filed every 6 months from date of final order terminating parental rights.	
FORMS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DSS Form)	Adoption Progress Report (DSS Form)	
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. <ul style="list-style-type: none"><li>If the foster care plan goal is permanent foster care or adoption: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li><li>If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; <u>OR</u> reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li></ul>		
DISTRICT COURT FORMS			
DC-508 Acknowledgement of Next Hearing Date	DC-528 Preliminary Removal Order	DC-552 Foster Care Plan Transmittal	DC-558 Permanent Foster Care Placement Order
DC-511 Petition	DC-531 Order for Involuntary Termination of Residual Parental Rights	DC-553 Dispositional Order for Underlying Petition, Foster Care Plan	DC-559 Supplement to Order Transferring Custody
DC-514 Order for Appointment of Guardian Ad Litem	DC-532 Child Protective Order-Abuse and Neglect	DC-554 Petition for Foster Care Review Hearing	DC-561 Adjudicatory Order for Abuse or Neglect Cases
DC-526 Emergency Removal Order	DC-534 Order for Voluntary Termination of Residual Parental Rights	DC-555 Foster Care Review Order	DC-562 Order for Custody Transfer to Agency
DC-527 Preliminary Child Protective Order-Abuse and Neglect	DC-545 Preliminary Child Protective Order	DC-556 Petition for Permanency Planning Hearing	DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCC/JEA)
	DC-546 Child Protective Order	DC-557 Permanency Planning Order	
CIP/OES/2CV—July 1, 2015 Final Version			

#### SELECTED FORMS FOR APPELLATE PROCESS

DC-581 Notice of Appeal-Juvenile Civil Cases

CC-1345 Notice of Appeal from Trial Court

CIP/OES/SCV—July 1, 2014

Final Version 1.0



## Child Forms Courts—Child Dependency Cases

### Entrustment Agreement

### Disposition

§§ 16.1-277.01; 16.1-278.2

**Within 45 days** (75 days for Order of Publication) of filing of petition to approve an entrustment agreement.

DC-511; DC-553, pp. 1, B, 2, 3, and D; DC-534; DC-559; DC-514; DC-620; Entrustment Agreement (DSS Form)

### Relief of Custody

### Disposition

§§ 16.1-277.02; 16.1-278.2; 16.1-278.3

**Within 60 days** of initial hearing on petition for relief of custody.

DC-511; DC-553, pp. 1, C, 2, 3, and D; DC-534; DC-559; DC-514; DC-620

### Initial Foster Care Review - Disposition

**Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; or**

§ 16.1-281

**At time of disposition on underlying petition.\***

DC-552; Foster Care Plan (DSS Form)

*When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency*

§§ 16.1-278.4, .5, .6, or 8; 16.1-281

**Within 60 days** of child's placement into foster care.

DC-562; DC-553, pp. 1, 2, 3, and D; DC-552; Foster Care Plan (DSS Form); DC-545; DC-546; DC-514; DC-620

\* Exception - Abuse or Neglect & At-Risk cases: If child's custody is transferred for 1st time at disposition, initial foster care review is **60 days of placement into foster care.**

Make required state and Title IV-E findings referenced to the left.

entire stay in foster care will be ineligible for federal financial participation. Language in § 16.1-251 that

Timeline: 6 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not required. Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.		Update timeline: 60 days of placement into foster care.	
FORMS	DC-552; DC-556; DC-557; DC-511; DC-551; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620	DC-511; DC-551; DC-559	DC-556; DC-557; DC-511; DC-551; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. <ul style="list-style-type: none"><li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</li><li>If the foster care plan goal is relative placement, adoption, permanent foster care or another planned permanent living arrangement (APPLA): Reasonable efforts to achieve the permanent goal identified in the foster care plan.</li></ul>		
STAGE 4 POST PERMANENCY PLANNING			
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.		Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2		§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed, if plan is adoption.		Filed every 6 months from date of final order terminating parental rights.
FORMS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DSS Form)		Adoption Progress Report (DSS Form)
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. <ul style="list-style-type: none"><li>If the foster care plan goal is permanent foster care or adoption: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li><li>If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li></ul>		
DISTRICT COURT FORMS			
DC-508 Acknowledgement of Next Hearing Date	DC-528 Preliminary Removal Order	DC-552 Foster Care Plan Transmittal	DC-558 Permanent Foster Care Placement Order
DC-511 Petition	DC-531 Order for Involuntary Termination of Residual Parental Rights	DC-553 Dispositional Order for Underlying Petition, Foster Care Plan	DC-559 Supplement to Order Transferring Custody
DC-514 Order for Appointment of Guardian Ad Litem	DC-532 Child Protective Order-Abuse and Neglect	DC-554 Petition for Foster Care Review Hearing	DC-561 Adjudicatory Order for Abuse or Neglect Cases
DC-526 Emergency Removal Order	DC-534 Order for Voluntary Termination of Residual Parental Rights	DC-555 Foster Care Review Order	DC-562 Order for Custody Transfer to Agency
DC-527 Preliminary Child Protective Order-Abuse and Neglect	DC-545 Preliminary Child Protective Order	DC-556 Petition for Permanency Planning Hearing	DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCC/JEA)
	DC-546 Child Protective Order	DC-557 Permanency Planning Order	
CIP/OES/SCV—July 1, 2015 Final Version			

#### SELECTED FORMS FOR APPELLATE PROCESS

DC-581 Notice of Appeal-Juvenile Civil Cases

CC-1345 Notice of Appeal from Trial Court

CJP/OES/SCV—July 1, 2014

Final Version 1.0

## Initial Foster Care Review - Disposition

**Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; *or***

***When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency***

§ 16.1-281

§§ 16.1-278.4, .5, .6, or .8; 16.1-281

**At time of disposition on underlying petition.\***

**Within 60 days of child's placement into foster care.**

DC-534; DC-552; Foster Care Plan (DSS Form)

DC-562; DC-553, pp. 1, 2, 3, and D; DC-552; Foster Care Plan (DSS Form); DC-545; DC-546; DC-514; DC-620

- REQUIRED STATE AND TITLE IV-E FINDINGS**
- If the foster care plan goal is return home:  
Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parents to the child.
  - If the foster care plan goal is relative placement, adoption, or permanent foster care:  
Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.
  - If the foster care plan goal is another planned permanent living arrangement (APPLA):  
Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.

### STAGE 3 PERMANENCY PLANNING

COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of § 16.1-282.1 B.	Termination of Parental Rights If no termination of parental rights at initial permanency planning hearing.	Second Permanency Planning
STATUTES	§§ 16.1-282.1; 16.1-281.8; 16.1-283	§ 16.1-283	§ 16.1-282.1
TIMING	Within 5 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not required. Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.	Upon filing of petition After filing of plan documenting termination of parental rights is in child's best interest.	Within 6 months of initial permanency planning hearing.
FORMS	DC-552; DC-556; DC-557; DC-511; DC-551; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620	DC-511; DC-551; DC-559	DC-556; DC-557; DC-511; DC-551; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. <ul style="list-style-type: none"> <li>If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parents to the child.</li> <li>If the foster care plan goal is relative placement, adoption, permanent foster care or another planned permanent living arrangement (APPLA): Reasonable efforts to achieve the permanent goal identified in the foster care plan.</li> </ul>		

### STAGE 4 POST PERMANENCY PLANNING

COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.	Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2	§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed, if plan is adoption.	Filed every 6 months from date of final order terminating parental rights.
FORMS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DSS Form)	Adoption Progress Report (DSS Form)
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. <ul style="list-style-type: none"> <li>If the foster care plan goal is permanent foster care or adoption: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> <li>If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> </ul>	

DISTRICT COURT FORMS		SELECTED FORMS FOR APPELLATE PROCESS	
DC-508 Acknowledgement of Next Hearing Date	DC-528 Preliminary Removal Order	DC-558 Permanent Foster Care Placement Order	DC-581 Notice of Appeal-Juvenile Civil Cases
DC-511 Petition	DC-531 Order for Involuntary Termination of Residual Parental Rights	DC-559 Supplement to Order Transferring Custody	CC-1345 Notice of Appeal from Trial Court
DC-514 Order for Appointment of Guardian Ad Litem	DC-532 Child Protective Order-Abuse and Neglect	DC-561 Adjudicatory Order for Abuse or Neglect Cases	
DC-526 Emergency Removal Order	DC-534 Order for Voluntary Termination of Residual Parental Rights	DC-562 Order for Custody Transfer to Agency	
DC-527 Preliminary Child Protective Order-Abuse and Neglect	DC-545 Preliminary Child Protective Order	DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCC/JEA)	CIP/OES/SCV—July 1, 2014
	DC-546 Child Protective Order		Final Version 1.0
	DC-557 Permanency Planning Order		

#### Initial Foster Care Review - Disposition

Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; *or*

*When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency*

§ 16.1-281

§§ 16.1-278.4, .5, .6, or .8; 16.1-281

At time of disposition on underlying petition.\*

Within 60 days of child's placement into foster care.

DC-552; Foster Care Plan (DSS Form)

DC-562; DC-553, pp. 1, 2, 3, and D; DC-552; Foster Care Plan (DSS Form); DC-545; DC-546; DC-514; DC-620

\* Exception - Abuse or Neglect & At-Risk cases: If child's custody is transferred for 1st within 60 days of placement into foster care.

Make required state and Title IV-E findings referenced to the left.

	Abuse or Neglect and At-Risk of Abuse or Neglect				Entrustment Agreement	Relief of Custody	Initial Foster Care Review - Disposition	
COURT EVENT	Ex Parte Hearing for: Preliminary Child Protective Order or Emergency Removal Order	Hearing for: Preliminary Child Protective Order (PPO) or Preliminary Removal Order	Adjudication	Disposition	Disposition	Disposition	Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; or	When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency
STATUTES	§§ 16.1-253; 16.1-251	§§ 16.1-253; 16.1-252	§§ 16.1-253 F; 16.1-252 G	§§ 16.1-278.2	§§ 16.1-277.01; 16.1-278.2	§§ 16.1-277.02; 16.1-278.2; 16.1-278.3	§ 16.1-281	§§ 16.1-278.4, 5, 6, or 8; 16.1-281
TIMING	Upon filing of Petition (DC-511)	Within 5 business days: After issuance of ex parte PPO. After physical removal of the child.	Within 30 days of preliminary hearing. If no adjudication at time of preliminary hearing.	Within 60 days of preliminary hearing.	Within 45 days (75 days for Order of Publication) of filing of petition to approve an entrustment agreement.	Within 60 days of initial hearing on petition for relief of custody.	At time of disposition on underlying petition. <sup>4</sup>	Within 60 days of child's placement into foster care.
FORMS	DC-511; DC-527; DC-526; DC-514; DC-620	DC-527; DC-528; DC-508	DC-527; DC-561	DC-553, pp. 1, A, 2, 3, and D; DC-532; DC-532	DC-511; DC-553, pp. 1, A, 2, 3, and D; DC-534; DC-539; DC-514; DC-620; Entrustment Agreement (DSS Form)	DC-511; DC-553, pp. 1, C, 2, 3, and D; DC-534; DC-539; DC-514; DC-620	DC-552; Foster Care Plan (DSS Form)	DC-562; DC-553, pp. 1, 2, 3, and D; DC-532; Foster Care Plan (DSS Form); DC-543; DC-546; DC-514; DC-620
REQUIRED STATE AND TITLE IV-E FINDINGS	<ul style="list-style-type: none"> <li><i>Continued placement in the home would be contrary to the welfare of the child.</i> This finding must be in the first court order placing the child in foster care, even temporarily, or the child's entire stay in foster care will be ineligible for federal financial participation. Language in § 16.1-251 that "a child would be subject to an imminent threat to life or health" satisfies this requirement in federal law.</li> <li><i>Reasonable efforts to prevent removal.</i> This finding must be obtained by the local agency within 60 days of the child's physical removal from the home.</li> </ul>						<sup>4</sup> Exception - Abuse or Neglect & At-Risk cases: If child's custody is transferred for 1st time at disposition, initial foster care review is within 60 days of placement into foster care.	Make required state and Title IV-E findings referenced to the left.

COURT EVENT	Foster Care Review
STATUTES	§ 16.1-282
TIMING	Within 4 months of dispositional hearing at which the initial foster care plan was reviewed.
FORMS	DC-552; DC-554; DC-555; DC-559; DC-620

REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the goal approved in the order.</p> <ul style="list-style-type: none"> <li>• If the foster care plan goal is return home: <i>Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child.</i></li> <li>• If the foster care plan goal is relative placement, adoption, or permanent foster care: <i>Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</i></li> <li>• If the Reasonable Efforts finding is "Not Applicable": <i>Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</i></li> </ul>
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STAGE 3 PERMANENT

COURT EVENT	Initial Permanent If interim plan is not	
STATUTES	§§ 16.1-282.1;	§ 16.1-282
TIMING	Within 5 months rights may	
FORMS	DC-552; The r	<b>Within 4 months</b> of dispositional hearing at which the initial foster care plan was reviewed.
REQUIRED STATE AND TITLE IV-E FINDINGS	• •	DC-552; DC-554; DC-555; DC-559; DC-620

STAGE 4 POST

COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.	Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2	§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed, if plan is adoption.	Filed every 6 months from date of final order terminating parental rights.
FORMS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DGS Form)	Adoption Progress Report (DGS Form)
REQUIRED STATE AND TITLE IV-E FINDINGS	<p>The reasonable efforts finding must correspond with the goal approved in the order.</p> <ul style="list-style-type: none"> <li>• If the foster care plan goal is permanent foster care or adoption: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> <li>• If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; <u>OR</u> reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.</li> </ul>	

DISTRICT COURT FORMS	DC-528 Preliminary Removal Order	DC-552 Foster Care Plan Transmittal	DC-558 Permanent Foster Care Placement Order	SELECTED FORMS FOR APPELLATE PROCESS
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DC-506 Acknowledgement of Next Hearing Date	DC-531 Order for Involuntary Termination of Residual Parental Rights	DC-553 Dispositional Order for Underlying Petition, Foster Care Plan	DC-559 Supplement to Order Transferring Custody	DC-581 Notice of Appeal-Juvenile Civil Cases
DC-511 Petition	DC-532 Child Protective Order-Abuse and Neglect	DC-554 Petition for Foster Care Review Hearing	DC-561 Adjudicatory Order for Abuse or Neglect Cases	CC-1345 Notice of Appeal from Trial Court
DC-514 Order for Appointment of Guardian Ad Litem	DC-534 Order for Voluntary Termination of Residual Parental Rights	DC-555 Foster Care Review Order	DC-562 Order for Custody Transfer to Agency	
DC-526 Emergency Removal Order	DC-545 Preliminary Child Protective Order	DC-556 Petition for Permanency Planning Hearing	DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCCJEA)	CJP/OES/SCV -- July 1, 2014
DC-527 Preliminary Child Protective Order-Abuse and Neglect	DC-546 Child Protective Order	DC-557 Permanency Planning Order		Final Version 1.0

**Time Line and Related Forms**  
**Juvenile and Domestic Relations District Courts—Child Dependency Cases**

STAGE 1 PRE-DISPOSITION TO DISPOSITION								
COURT EVENT	Abuse or Neglect and At-Risk of Abuse or Neglect Ex Parte Hearing for: Preliminary Child Protective Order or Emergency Removal Order	Hearing for: Preliminary Child Protective Order (PPO) or Preliminary Removal Order	Adjudication	Disposition	Entrustment Agreement Disposition	Relief of Custody Disposition	Initial Foster Care Review - Disposition Abuse or Neglect; At-Risk of Abuse or Neglect; Entrustment Agreement; Relief of Custody; or When child enters care dispositionally as a result of Child in Need of Services/ Supervision; Status Offense; or Delinquency	
STATUTES								
TIMING	<b>Initial Permanency Planning</b> If interim plan is approved, comply with provisions of § 16.1-282.1 B.							
FORMS								
REQUIRED STATE AND TITLE IV-E FINDINGS	§§ 16.1-282.1; 16.1-281 B; 16.1-283							
STATUTES								
COURT EVENT	<b>Within 5 months of foster care review</b> or <b>within 30 days of finding reasonable efforts to reunite are not required.</b> Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.							
FORMS	DC-552; DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620							
REQUIRED STATE AND TITLE IV-E FINDINGS	Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child. • If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.							
STAGE 3 PERMANENCY PLANNING								
COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of § 16.1-282.1 B.	Termination of Parental Rights If no termination of parental rights at initial permanency planning hearing.	Second Permanency Planning					
STATUTES	§§ 16.1-282.1; 16.1-281 B; 16.1-283	§ 16.1-283	§ 16.1-282.1					
TIMING	Within 5 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not required. Petition for termination of parental rights may be filed after filing of plan documenting termination of parental rights is in child's best interest.	Upon filing of petition After filing of plan documenting termination of parental rights is in child's best interest.	Within 6 months of initial permanency planning hearing.					
FORMS	DC-552; DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620	DC-511; DC-531; DC-559	DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559; DC-620					
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. • If the foster care plan goal is return home: Reasonable efforts to reunite the child with his parents, guardian or other person standing in loco parentis to the child. • If the foster care plan goal is relative placement, adoption, permanent foster care or another planned permanent living arrangement (APPLA): Reasonable efforts to achieve the permanent goal identified in the foster care plan.							
STAGE 4 POST PERMANENCY PLANNING								
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.	Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.						
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2	§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283						
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed, if plan is adoption.	Filed every 6 months from date of final order terminating parental rights.						
FORMS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DSS Form)	Adoption Progress Report (DSS Form)						
REQUIRED STATE AND TITLE IV-E FINDINGS	The reasonable efforts finding must correspond with the goal approved in the order. • If the foster care plan goal is permanent foster care or adoption: Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child. • If the foster care plan goal is another planned permanent living arrangement (APPLA): Reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to monitor the child's status in another planned permanent living arrangement; OR reasonable efforts to place the child in a timely manner in accordance with the foster care plan and to complete the steps necessary to finalize the permanent placement of the child.							
DISTRICT COURT FORMS								
DC-508 Acknowledgement of Next Hearing Date	DC-528 Preliminary Removal Order	DC-552 Foster Care Plan Transmittal	DC-558 Permanent Foster Care Placement Order			SELECTED FORMS FOR APPELLATE PROCESS		
DC-511 Petition	DC-531 Order for Involuntary Termination of Residual Parental Rights	DC-553 Dispositional Order for Underlying Petition, Foster Care Plan	DC-559 Supplement to Order Transferring Custody			DC-581 Notice of Appeal-Juvenile Civil Cases		
DC-514 Order for Appointment of Guardian Ad Litem	DC-532 Child Protective Order-Abuse and Neglect	DC-554 Petition for Foster Care Review Hearing	DC-561 Adjudicatory Order for Abuse or Neglect Cases			CC-1345 Notice of Appeal from Trial Court		
DC-526 Emergency Removal Order	DC-534 Order for Voluntary Termination of Residual Parental Rights	DC-555 Foster Care Review Order	DC-562 Order for Custody Transfer to Agency					
DC-527 Preliminary Child Protective Order-Abuse and Neglect	DC-545 Preliminary Child Protective Order	DC-556 Petition for Permanency Planning Hearing	DC-620 Affidavit (Uniform Child Custody Jurisdiction and Enforcement Act) (UCC/JEA)			CJP/OES/SCV—July 1, 2014		
	DC-546 Child Protective Order	DC-557 Permanency Planning Order				Final Version 1.0		



Time Line and Related Forms  
Juvenile and Domestic Relations District Courts—Child Dependency Cases

STAGE 1 PRE-DISPOSITION TO DISPOSITION				
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.			
STATUTES				
TIMING	§§ 16.1-282.1 A1; 16.1-282.2			
FORMS	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights.			
REQUIRED STATE AND TITLE IV-E FINDINGS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DSS Form)			
COURT EVENT	Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.			
STATUTES	§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283			
TIMING	Filed every 6 months from date of final order terminating parental rights.			
FORMS	Adoption Progress Report (DSS Form)			
REQUIRED STATE AND TITLE IV-E FINDINGS				
STAGE 3 PERMANENCY PLANNING				
COURT EVENT	Initial Permanency Planning If interim plan is approved, comply with provisions of § 16.1-282.1 B.			
STATUTES	§§ 16.1-282.1; 16.1-281 B; 16.1-283			
TIMING	Within 5 months of foster care review; or within 30 days of finding reasonable efforts to reunite are not reasonable; or within 30 days of finding reasonable efforts to reunite is in child's best interest.			
FORMS	DC-552; DC-556; DC-557; DC-511; DC-531; Permanent Foster Care Placement Agreement (DSS Form); DC-558; DC-559			
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STAGE 4 POST PERMANENCY PLANNING				
COURT EVENT	Review of Foster Care If legal custody remains with public or private agency after permanent goal is ordered.		Adoption Progress Report Filed until final order of adoption; hearing on motion of a party or the court.	
STATUTES	§§ 16.1-282.1 A1; 16.1-282.2		§§ 16.1-277.01 E; 16.1-277.02 D; 16.1-278.3 E; 16.1-283	
TIMING	Within 6 months of approving APPLA; or within 12 months of ordering permanent foster care or termination of parental rights. Adoption Progress Report reviewed, if plan is adoption.		Filed every 6 months from date of final order terminating parental rights.	
FORMS	DC-552; DC-554; DC-555; DC-620; Adoption Progress Report (DSS Form)		Adoption Progress Report (DSS Form)	
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	DC-546 Child Protective Order	DC-557 Permanency Planning Order		Final Version 1.0



# Thank you!

**Lelia Baum Hopper**

**[lhopper@courts.state.va.us](mailto:lhopper@courts.state.va.us)**

**804-786-9546**

COURT IMPROVEMENT PROGRAM

Office Of The Executive Secretary  
Supreme Court Of Virginia